Electronic Bid Solicitations Management System (EBSMS)

User's Guide

EBS Management System

This site is designed for contracting personnel to manage Solicitations on the web. This page has short descriptions of each available option.

Change User Password
Use this option to change your current user password.

Add Solicitation
Use this option to add a new Solicitation. You may enter complete or partial information about a new Solicitation.

Edit Solicitation
Use this option to edit an existing Solicitation. Add or change information about an existing Solicitation.

Delete Solicitation
Use this option to delete an existing Solicitation.

Add Planholder
Use this option to add a planholder. This option has the same effect as registering for a solicitation. Its available here in case you need to add a planholder who didn't or can't register from the Advertised Solicitations pages.

Delete Planholder
Use this option to delete a planholder. This will remove the planholder but only for a selected solicitation. The planholder will still be listed under other solicitations.

E-Mail Planholders
Use this option to send e-mail to planholders.

Reset Planholder Password
Use this option to reset the password for a planholder who has forgotten their password.

Advertised Solicitations
Use this option to view Advertised Solicitations.

Database Administration
Use this option to manage the database. Add or edit POC's, etc.

Go to:

Electronic Bid Solicitations Management System (EBSMS)

The purpose of EBSMS is to aid Contracting personnel in entering bid solicitation information to display on the EBS web pages. EBSMS was developed using Active Server Pages (ASP) technology. Visual Basic Script, Java Script, and a DLL are used throughout the pages to pass information to the EBS database. All of the information entered in EBSMS is stored in an Access Database named EBS.mdb.

Because EBSMS is a set of web pages, it can be used from anywhere you can access the Internet.

To begin using EBSMS you will need to know the web location of the EBSMS pages. Consult with your system administrator for the URL. The URL should be similar to the one shown below.

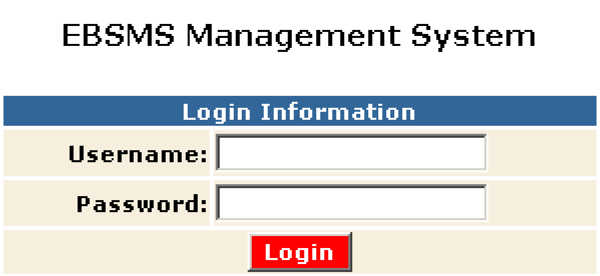
http://localhost/EBS/EBSMSMain.asp

Localhost is the name of the server where the pages reside. Your system administrator may have set a link to this location.

Log In

To log in to EBSMS you will need a username and a password. If you don't already have a username and a password, ask your system administrator to assign you one. Instructions for adding usernames and passwords are included with the **EBS Web Site Installation Instructions.**

Enter your username and password then click on the Login button.



The system will verify your username and password by comparing your entries to the list in the Users table in the database. If your username and password combination is not found you will see the following message.

Invalid Username/Password Combination

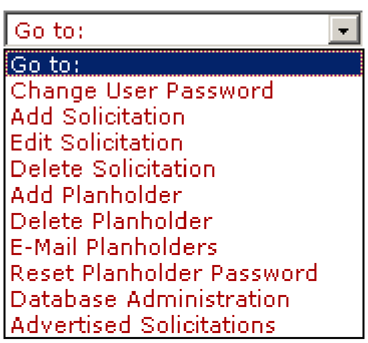
If you get this message you either entered your username and/or password incorrectly or your username and password are not in the database. If the message persists see your system administrator.

Available Options

After successfully entering your username and password you will get a menu of available options. The available options are:

- **Change User Password**
- **Add Solicitation**
- **Edit Solicitation**
- **Delete Solicitation**
- **Add Planholder**
- **Delete Planholder**
- **E-Mail Planholders**
- **Reset Planholder Password**
- **Advertised Solicitations**
- **Database Administration**

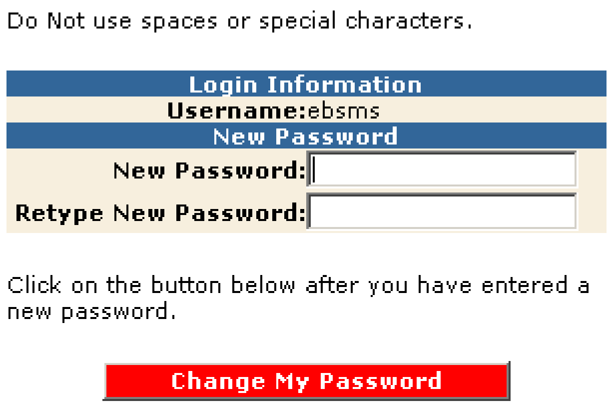
These options also appear on a navigation pull-down at the bottom of the page. The navigation pull-down menu appears on every EBSMS page.



Each of these options is covered in the following sections.

Change User Password

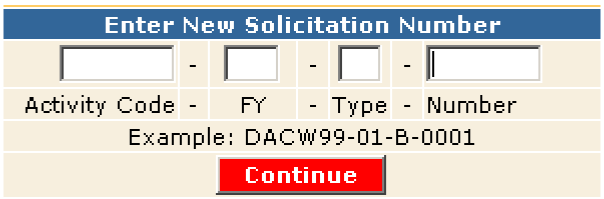
Use this option to change your current user password.



Passwords are stored in the database in encrypted format. If you forget your password, a system administrator will have to assign a new one for you because you won't be able to read it from the database.

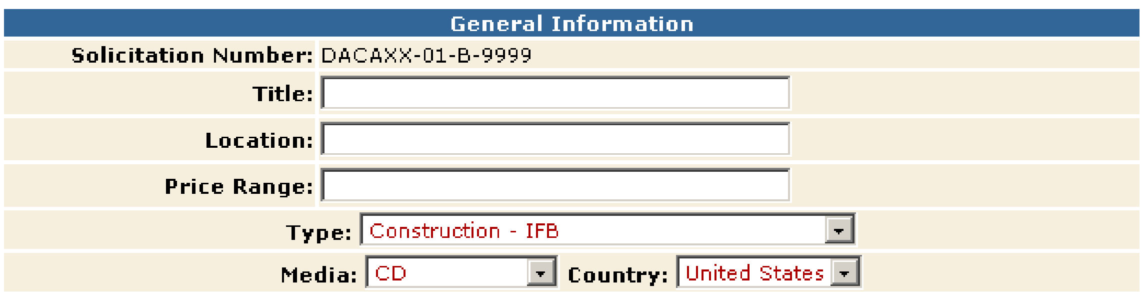
Add Solicitation

To add a new solicitation you must first enter a solicitation number in the proper format. The system checks the format of the solicitation number and returns an error if the format is not correct. If the format is correct, the system verifies that the solicitation number does not already exist. If the solicitation number already exists, an error message is displayed.



After the solicitation number is verified and accepted by the system, the Add Solicitation form appears. This form is used to enter information about a new solicitation.

General Information



The solicitation number entered above is displayed but can no longer be edited. If you accidentally entered it wrong, click the back arrow on your browser and enter it again.

Title – to enter a title click in this field and type it in.

Location – to enter a location click in this field and type it in.

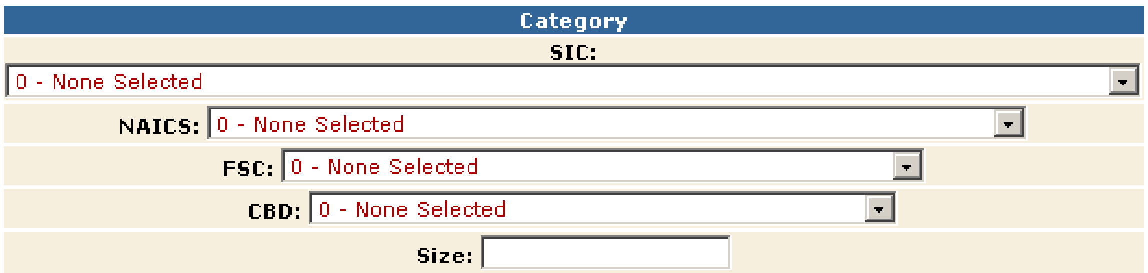
Price Range – to enter a price range click in this field and type it in.

Type – to select a type click on the down-arrow and click on one of the options. The default type is Construction - IFB and will be selected automatically unless you choose a different type. The options for this field are read from the table Solicitation Type. Types can be added or deleted by editing this table.

Media – to select a media click on the down-arrow and click on one of the options. The default media is CD and will be automatically selected unless you choose a different media. The options for this field are read from the table Media. Media options can be added or deleted by editing this table.

Country – to select a country click on the down-arrow and click on one of the options. The default country is United States and will be selected automatically unless you choose a different country. The options for this field are read from the table Country. Countries can be added or deleted by editing this table.

Category



SIC – to enter a SIC code click on the down-arrow and click on one of the codes. The options for this field are read from the table SIC. The table contains all the SIC codes but only a few are displayed by default. A system administrator can choose which SIC codes are displayed by setting the Display field in the SIC table in the database. A SIC code must be selected before adding the solicitation to the database.

NAICS – to enter an NAICS code click on the down-arrow and click on one of the codes. The options for this field are read from the table NAICS. The table contains all the NAICS codes but only a few are displayed by default. A system administrator can choose which NAICS codes are displayed by setting the Display field in the NAICS table in the database. A NAICS code must be selected before adding the solicitation to the database.

FSC – to enter an FSC code click on the down-arrow and click on one of the codes. The options for this field are read from the table FSC. The table contains all the FSC codes but only a few are displayed by default. A system administrator can choose which FSC codes are displayed by setting the Display field in the FSC table in the database.

CBD – to enter a CBD code click on the down-arrow and click on one of the codes. The options for this field are read from the table CBD. The table contains all the CBC codes but only a few are displayed by default. A system administrator can choose which CBD codes are displayed by setting the Display field in the CBD table in the database.

Size – to enter a size click in this field and type it in. Currently the size is not displayed on the web.

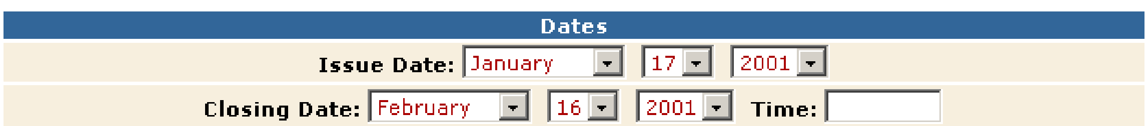
Points of Contact

Contracting – to enter a contracting point of contact click on the down-arrow and click on one of the options. The options for this field are read from the table POCs. See the section **Add POC**, under Database Administration, for instructions on adding a POC. You must enter a Contracting POC before adding the solicitation to the database.

Technical – to enter a technical point of contact click on the down-arrow and click on one of the options. The options for this field are read from the table POCs. See the section **Add POC**, under Database Administration, for instructions on adding a technical POC. Technical POCs are only displayed on the web if one is selected.

Alternate – up to two alternate POCs can be selected. To enter an alternate point of contact, click on the down-arrow and click on one of the options. The options for this field are read from the table POCs. See the section **Add POC**, under Database Administration, for instructions on adding an alternate POC. Alternate POCs are only displayed on the web if one is selected. Alternate POCs receive copies of e-mail sent to the Contracting POC.

Dates



Issue Date – The system automatically displays the current date. To enter a different date click on each of the three down-arrows and click on a month, date, and year. The options for these fields are read from the tables Months, Days, and Years.

Closing Date – The system automatically displays a date 30 days later than the current date. To enter a different date click on each of the three down-arrows and click on a month, date, and year. The options for these fields are read from the tables Months, Days, and Years.

These fields were designed as pull-down menus to ensure a consistent format for the date.

Time – to enter a bid closing time click in this field and type it in.   A closing time can be entered in any format.

The dates are used to determine when to display a solicitation on the web. Solicitation information is displayed as soon as it is entered unless the **Display on Web** option below is set to 'No'. Plans and specifications are not displayed until the issue date. The solicitation is not displayed on the web after the closing date.

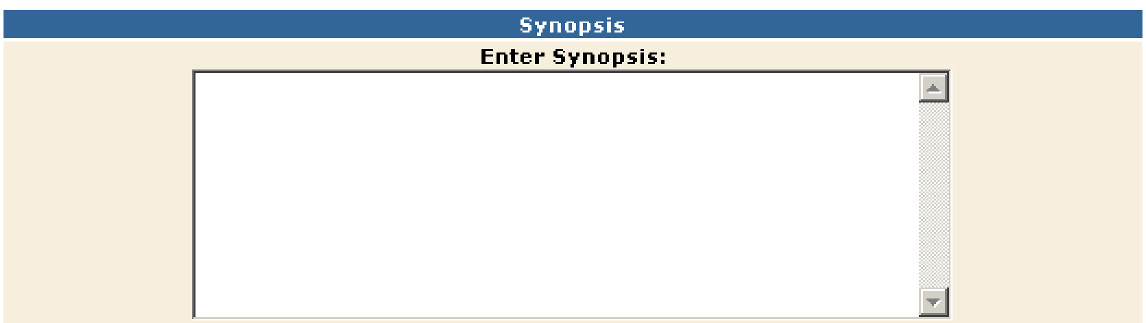
Miscellaneous

Status - to select a status click on the down-arrow and click on one of the options. The default status is Pre Bid and will be selected automatically unless you choose a different status. The options for this field are read from the table Status. Status options can be added or deleted by editing this table. The status is used to determine how to display the solicitation information on the web.

Pre Bid solicitations are displayed until the Closing Date. Post Bid solicitations are not displayed until they are marked as Awarded. Under Evaluation, Postponed, TBD, and Canceled solicitations are displayed at the bottom of the solicitation table. Awarded and Archived solicitations are displayed on separate pages.

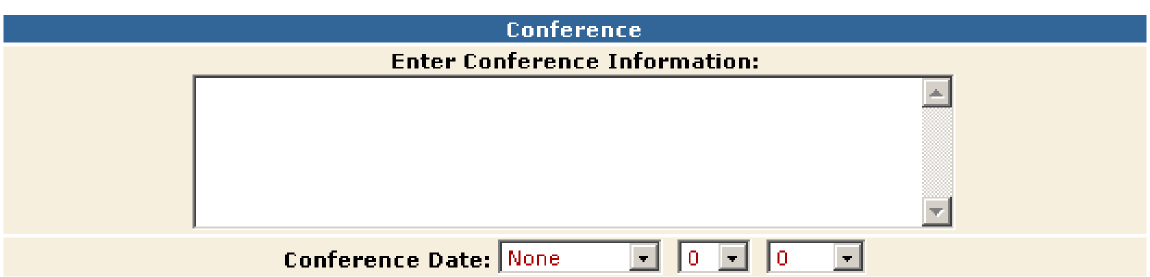
Display on Web – to select a display-on-web option click on the down-arrow and click on one of the options. The default option is Yes and will be selected automatically unless you choose a different option. The options for this field are read from the table YesOrNo. This option is used to determine whether or not to display a solicitation on the web.

Synopsis



Enter Synopsis – to enter a synopsis click in this field and type it in. You can also paste text into this field and you can use HTML tags.

Conference



Enter Conference Information – to enter conference information click in this field and type it in. You can also paste text into this field and you can use HTML tags.

Conference Date – to enter a conference date click on each of the three down-arrows and click on a month, date, and year.

These fields were designed as pull-down menus to ensure a consistent format for the date.

Submit Solicitation

Click on the Add This Solicitation button to add the solicitation to the database.

The solicitation will be written to the database only if the minimum required information has been entered. If the minimum information is not entered, an alert box will appear.

If this message appears enter the requested information and click on the Add This Solicitation button again.

Once a solicitation has been entered it can be edited or deleted later. See sections **Edit Solicitation** and **Delete Solicitation.**

Edit Solicitation

This form is similar to the **Add Solicitation** form and is used to edit information about an existing Solicitation.

General Information


General Information

Solicitation Number: DACW99-01-B-0001

Title: Test Project

Location: Mississippi

Price Range: $1M - $5M

Type: Construction - IFB

Media: CD Country: United States

Solicitation Number – the solicitation number cannot be edited. If you accidentally entered the wrong solicitation number, delete the solicitation and enter it again.

Title – to edit the title click in this field and edit it.

Location – to edit the location click in this field and edit it.

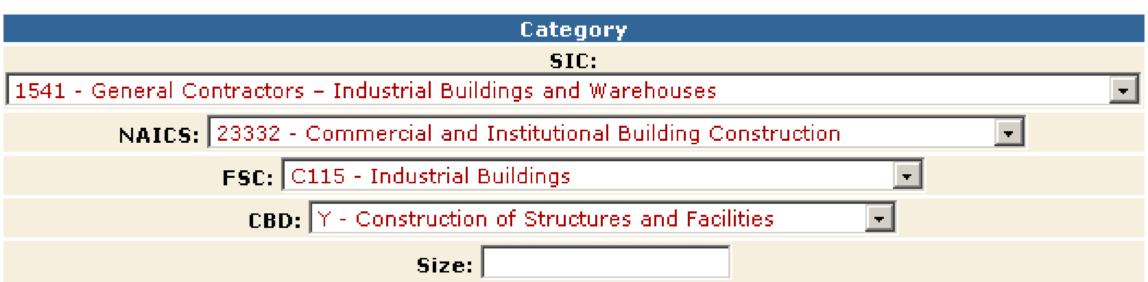
Price Range – to edit the price range click in this field and edit it.

Type – to change the type click on the down-arrow and click on a different option.

Media – to change the media click on the down-arrow and click on a different option.

Country – to change the country click on the down-arrow and click on a different option. Countries can be added by a system administrator by entering them in the Countries table.

Category


Category

SIC:

1541 - General Contractors – Industrial Buildings and Warehouses

NAICS: 23332 - Commercial and Institutional Building Construction

FSC: C115 - Industrial Buildings

CBD: Y - Construction of Structures and Facilities

Size:

SIC – to change the SIC code click on the down-arrow and click on a different code.

NAICS – to change the NAICS code click on the down-arrow and click on a different code.

FSC – to change the FSC code click on the down-arrow and click on a different code.

CBD – to change the CBD code click on the down-arrow and click on a different code.

Size – to edit the size click in this field and edit it. Currently the size is not displayed on the web.

Points of Contact

Points of Contact			
Contracting:	Elias Arredondo	**Technical:**	None Selected
Alternate Points of Contact			
Alternate 1:	None Selected	**Alternate 2:**	None Selected

Contracting – to change the contracting point of contact click on the down-arrow and click on a different option.

Technical – to change the technical point of contact click on the down-arrow and click on a different option.

Alternate – to change the alternate point of contact click on the down-arrow and click on a different option.

If the point of contact you are looking for is not listed, it needs to be added to the database. See the section **Add POC** for instructions on how to add a point of contact.

Dates

Dates					
Issue Date:	November	8	2000		
Closing Date:	December	8	2000	**Time:**	2:00 PM

Issue Date – to change the issue date click on each of the three down-arrows and click on a different month, date, or year. An issue date must be entered before updating a solicitation. The options for these fields are read from the tables Months, Days, and Years.

Closing Date – to change the closing date click on each of the three down-arrows and click on a different month, date, or year. A closing date must be entered before updating a solicitation. The options for these fields are read from the tables Months, Days, and Years.

The dates are used to determine when to display a solicitation on the web. Solicitation information is displayed as soon as it is entered. Plans and specifications are not displayed until the issue date. The solicitation is not displayed on the web after the closing date.

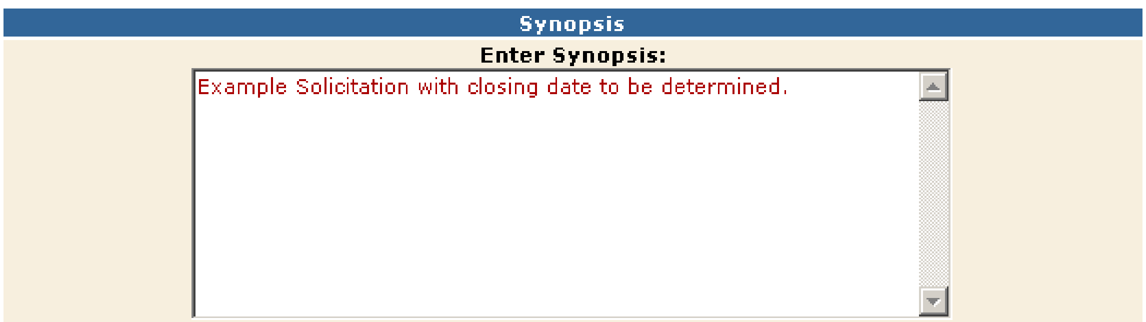
Miscellaneous

Status - to change the status click on the down-arrow and click on a different option. If you change a solicitation status to Awarded you should also enter a contract number and an award date. See section **Award Information** below.

Pre Bid solicitations are displayed until the Closing Date. Post Bid solicitations are not displayed on the web until they are marked as Awarded. Postponed, Canceled, and TBD solicitations are displayed at the bottom of the solicitation table. Awarded and Archived solicitations are displayed on a separate page.

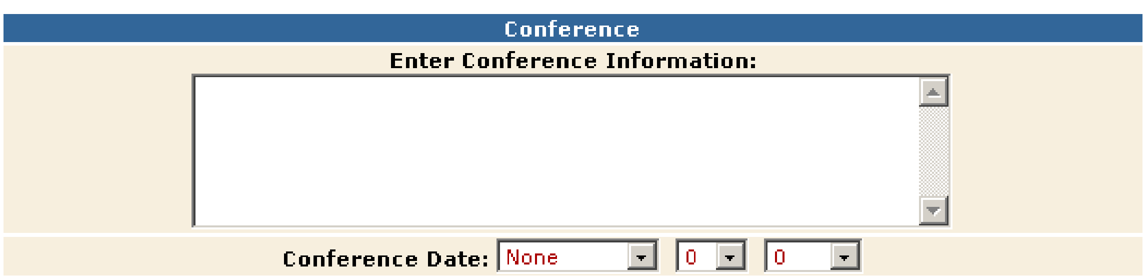
Display on Web – to change the display-on-web option click on the down-arrow and click on a different option. This option is used to determine whether or not to display a solicitation on the web. This option can be used to temporarily remove a solicitation from the web without actually deleting it.

Synopsis



Enter Synopsis – to edit the synopsis click in this field and edit it. You can also paste text into this field and use HTML tags.

Conference

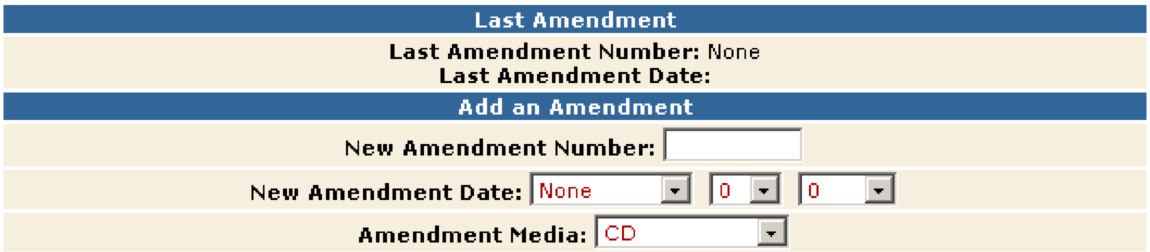


Enter Conference Information – to edit conference information click in this field and edit it. You can also paste text into this field and use HTML tags.

Conference Date – to change the conference date click on each of the three down-arrows and click on a different month, date, or year.

These fields were designed as pull-down menus to ensure a consistent format for the date.

Add an Amendment



Last Amendment – the last amendment number and date, if any, is displayed.

New Amendment Number – to add an amendment number click in this field and type it in. This number should be greater than any previous amendment.

New Amendment Date - to enter an amendment date click on each of the three down-arrows and click on a month, date, and year.

Amendment Media – to select the amendment media, click on the down-arrow and select the media. Note that the amendment media can be different than the solicitation media.

Award Information

Use this section after the solicitation is awarded.

Contract Number – to enter a contract number click in this field and type it in.

Award Date - to enter an award date click on each of the three down-arrows and click on a month, date, and year.

If you enter a contract number and award date you should also change the status to Awarded. See section **Miscellaneous** above.

Update Solicitation

Click on the Update This Solicitation button to update the solicitation.

Delete Solicitation

This form is used to delete an existing Solicitation.

Select a Solicitation to Delete

Solicitation Number	Title	Status	Media	Closing Date	ID
DACAXX-00-R-0001 **Amendments:2**	Solicitation With 2 Amendments	Pre Bid		12/31/2001	1
DACAXX-00-R-0002	Solicitation Without Amendments	Pre Bid		12/31/2001	2
DACAXX-00-R-0003	Solicitation After Bid/Due Date	Post Bid		1/28/2001	3
DACAXX-00-R-0004	Awarded Solicitation	Awarded		1/2/2001	4

To delete a solicitation click on the Solicitation Number. After clicking on a Solicitation Number you will see a form that displays the solicitation information so you can confirm that you really want to delete it. A system administrator can restore deleted solicitations by removing the delete check mark in the Solicitations table in the database.

Confirm Solicitation Deletion

General Information	
Solicitation Number:	DACAXX-00-R-0001
Title:	Solicitation With 2 Amendments
Location:	Mississippi
Price Range:	$1M - $2M
Type: Construction - IFB **Media:** CD **Country:** United States	
Delete This Solicitation	

Add Planholder

This form is used to add a planholder. This option has the same effect as registering for a solicitation on the EBS web site. It is available here in case you need to add a planholder who didn't or can't register from the Advertised Solicitations pages on the EBS web site.

To add a new planholder you must first assign a username and password. The planholder will need this information to login.

Login Information	
Username:	
Password:	
Re-type Password:	

After entering a username and password, the system will verify that the username doesn't already exist. If the username already exists you must select a new username.

Name and Company Information

Name and Company Information	
First Name:	
Last Name:	
Company Name:	
Street Address:	
City:	
State/Province:	- Select State/Province
Zip Code:	
Phone:	( ) - Ext.
Fax:	( ) -
E-Mail:	(i.e. myaddress@hotmail.com)
DUNS No.:	
CAGE Code:	
Tax ID No.:	

First Name – Click in this field and type in the planholder's first name.

Last Name – Click in this field and type in the planholder's last name.

Company Name – Click in this field and type in the plahnolder's company name.

Street Address – Click in this field and type in the planholder's street address.

City – Click in this field and type in the planholder's city.

State/Province – Click on the down-arrow and select the plahnolder's state/province.

Zip Code – Click in this field and type in the planholder's zip code.

Phone – Click in this field and type in the planholder's phone number.

Fax – Click in this field and type in the planholder's fax number.

E Mail – Click in this field and type in the planholder's e-mail address.

Duns No. – Click in this field and type in the planholder's Duns Number.

Cage Code – Click in this field and type in the planholder's Cage Code.

Tax ID No. - Click in this field and type in the planholder's Tax ID Number.

Mailing Address

Note: complete this section only if the planholder's mailing address is different from the street address.


Mailing Address
Mailing Address:
City:
State/Province: - Select State/Province
Zip Code:

Mailing Address – Click in this field and type in the planholder's mailing address if it is different from the street address.

City – Click in this field and type in the planholder's city.

State/Province – Click on the down-arrow and select the plahnolder's state/province.

Zip Code – Click in this field and type in the planholder's zip code.

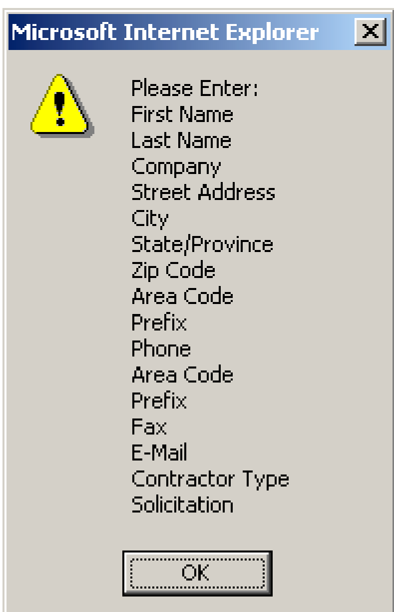
Contractor Type and Solicitation

Contractor Type – Click on the down-arrow and select the plahnolder's contractor type. The options for this field are read from the table ContractorType. Contractor types can be added or deleted by editing this table.

Solicitation – Click on the down-arrow and select the solicitation the planholder is registering for.

Click on the Add Planholder button to add the planholder to the database.

The planholder will be written to the database only if all the required information has been entered. If the required information is not entered, an alert box will appear.



If this message appears click OK to dismiss the message. Enter the requested information and click on the Add Planholder button again.

Delete Planholder

This form is used to delete a planholder. The planholder will only be deleted from the selected solicitation. If he is registered for other solicitations, the other solicitations will not be affected. A planholder can also delete himself from the registration pages on the EBS Web site.

Solicitation Number	Title	Status	Media	Issue Date	Closing Date
DACAXX-00-R-0001 **Amendments:2**	Solicitation With 2 Amendments	Pre Bid		1/2/2001	12/31/2001
DACAXX-00-R-0002	Solicitation Without Amendments	Pre Bid		1/2/2001	12/31/2001
DACAXX-00-R-0003	Solicitation After Bid/Due Date	Post Bid		1/2/2001	1/28/2001
DACAXX-00-R-0004	Awarded Solicitation	Awarded		12/2/2000	1/2/2001

To delete a planholder, click on the Solicitation Number. After clicking on a Solicitation Number you will see a form that displays the planholders for that solicitation.

General Information	
Solicitation Number:	DACAXX-00-R-0006
Issue Date:	1/2/2001
Closing Date:	12/31/2001 2:00 PM

Planholders	
Prime Contractors	
Tall Cotton Corporation POC: Ronnie McDaniel 1709 Dania Drive Ft. Washington, MD 20744-3770 Phone: (111) 555-5555 Fax: (111) 555-6666	Certified Construction, Inc. POC: Brad Mook 1991 Illinois Road Radcliff, KY 40160 Phone: (111) 555-5555 Fax: (111) 555-6666

Click on the planholder to delete. You will be asked to confirm that you really want to delete the planholder (for this solicitation only).

Planholder Information	
Solicitation:	DACAXX-00-R-0006
Name:	Ronnie McDaniel
Company:	Tall Cotton Corporation
City:	Ft. Washington
State:	MD
	Delete This Planholder

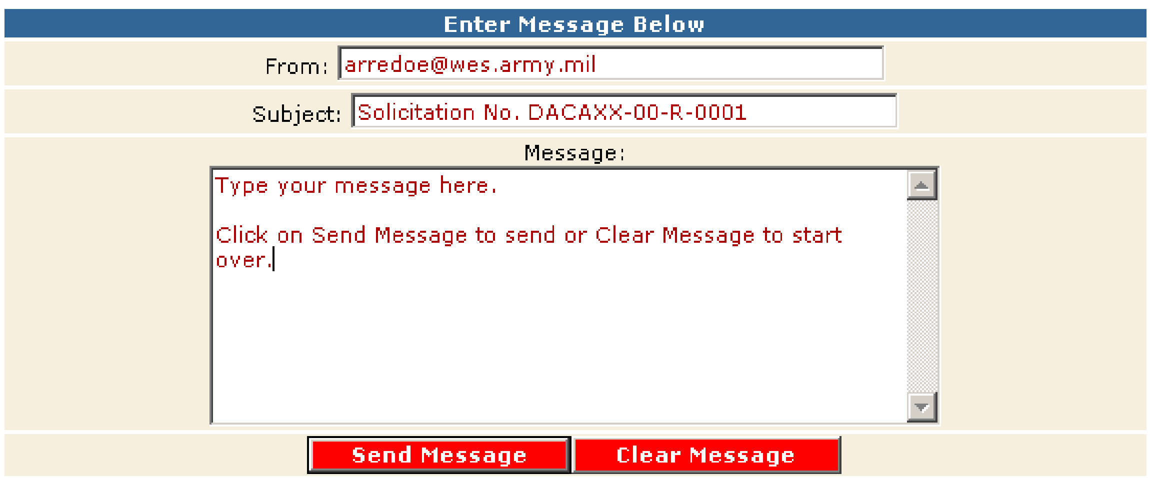
Click on the Delete This Planholder button to confirm the deletion.

E-Mail Planholders

This form is used to send e-mail to all the planholders for a selected solicitation.

Solicitation Number	Title	Status	Media	Issue Date	Closing Date
DACAXX-00-R-0001 **Amendments:2**	Solicitation With 2 Amendments	Pre Bid		1/2/2001	12/31/2001
DACAXX-00-R-0002	Solicitation Without Amendments	Pre Bid		1/2/2001	12/31/2001
DACAXX-00-R-0003	Solicitation After Bid/Due Date	Post Bid		1/2/2001	1/28/2001
DACAXX-00-R-0004	Awarded Solicitation	Awarded		12/2/2000	1/2/2001

To send e-mail to the planholders, click on the Solicitation Number. After clicking on a Solicitation Number you will see a form that displays the planholders for that solicitation and a text box where you can type a message.


Enter Message Below
From: arredoe@wes.army.mil
Subject: Solicitation No. DACAXX-00-R-0001
Message:
Type your message here.

Click on Send Message to send or Clear Message to start over.

Send Message | Clear Message

Reset Planholder Password

Use this form when a registered planholder has forgotten his/her password.

Select the planholder's name from the list. You will then see a form where you can enter a new password. To ensure that the right person gets the new password, it is recommended that after you change the password you e-mail the new password to the e-mail address listed in their registration information.

Login Information	
First Name:	Elias
Last Name:	Arredondo
E-Mail:	arredoe@wes.army.mil
Company Information	
Company Name:	Test Co.
Service/Product:	General Contractor
Street Address:	3909 Halls Ferry Rd.
City:	Vicksburg
State:	MS - Mississippi
Zip Code:	39180-6199
Phone:	(111) 555-5555
Fax:	(111) 555-6666
New Password	
New Password:	

Advertised Solicitations

This option takes you to the EBS Web Site where you can view any changes you have made.

Database Administration

The following options are available under database administration:

- **Add User**
- **Add POC**
- **Edit / View POC**
- **Delete POC**
- **Edit Mail Room**

Add User

This form is used to add a new User. A User is a person who can enter and edit solicitation information.

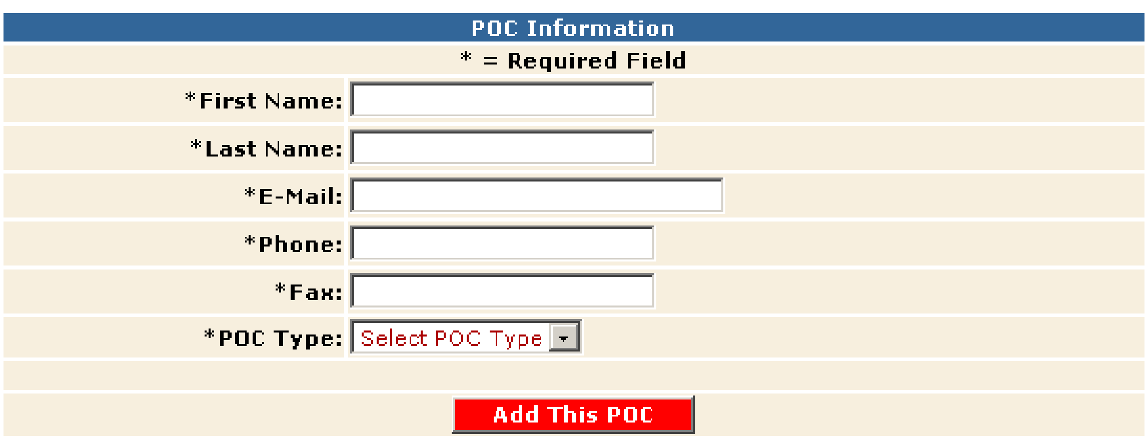
Username – to enter a Username, click in this field and type it in.

Password – to enter a Password, click in this field and type it in.

Click on the Add This User button to add the new User to the database. The user information is written to the Users table.

Add POC

This form is used to add a Point of Contact. A Point of Contact is a person who is responsible for a solicitation.



First Name – to enter a first name click in this field and type it in.

Last Name – to enter a last name click in this field and type it in.

E-Mail – to enter an e-mail address click in this field and type it in.

Phone – to enter a phone number click in this field and type it in.

Fax – to enter a fax number click in this field and type it in.

POC Type – to select a POC type click on the down-arrow and click on one of the options. The options for this field are read from the table POCType. POC types can be added or deleted by editing this table.

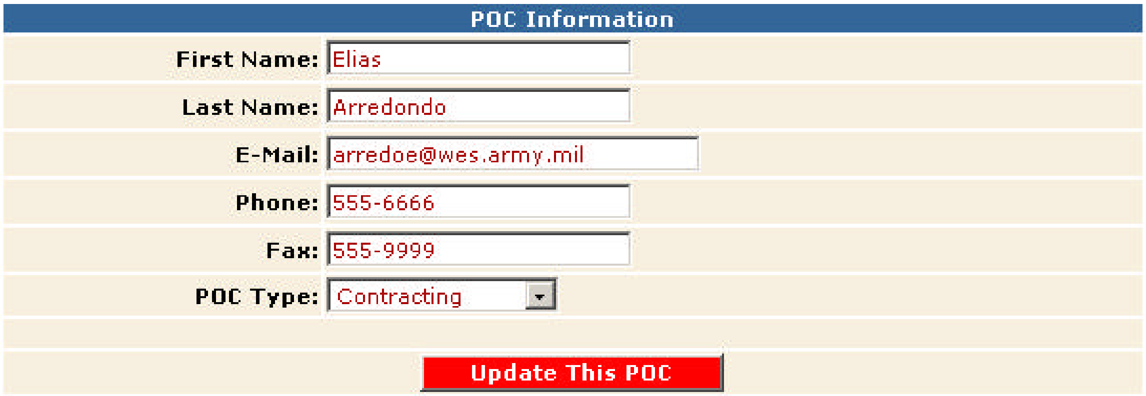
Click on the Add This POC button to add the POC to the database.

The POC will be added to the database only if all the required information has been entered. If the required information is not entered, an alert box will appear.

If this message appears click OK to dismiss the message. Enter the requested information and click on the Add This POC button again.

Edit/View POC

This form is used to edit or view an existing Point of Contact's information. When you select this option a table with all the Points of Contact in the database is displayed. Select the one you want to edit. The current information for the selected Point of Contact will be displayed.



First Name – to edit the first name click in this field and edit it.

Last Name – to edit the last name click in this field and edit it.

E-Mail – to edit the e-mail address click in this field and edit it.

Phone – to edit the phone number click in this field and edit it.

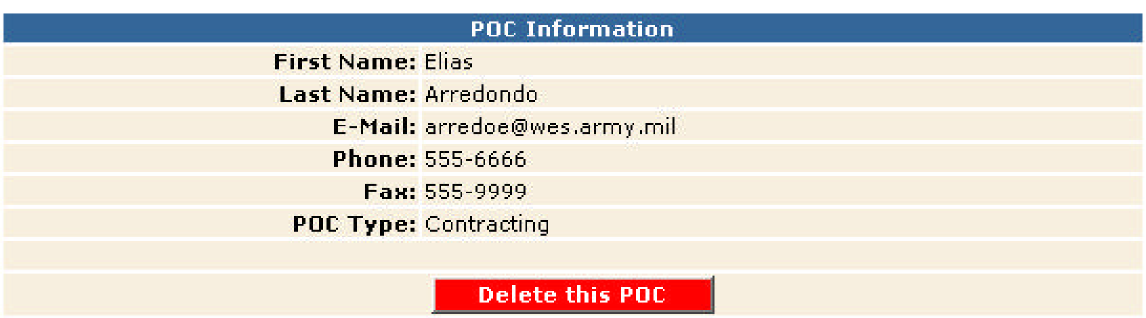
Fax – to edit the fax number click in this field and edit it.

POC Type – to edit the POC type click on the down-arrow and click on a different POC type.

Click on the Update this POC button to update the POC in the database.

Delete POC

This form is used to delete an existing Point of Contact. When you select this option a table with all the Points of Contact in the database is displayed. Select the one you want to delete. The current information for the selected Point of Contact will be displayed so you can verify that you really want to delete it.



Click on the Delete this POC button to confirm that you want to delete this POC. A system administrator can restore deleted POCs by removing the delete check mark in the POC table in the database.

Edit Mail Room

This form is used to edit the e-mail address of the mailroom. When someone registers for a solicitation on the web, an e-mail message is sent to the contracting point of contact and to this mailroom e-mail address.

E-Mail – to edit the e-mail address click in this field and edit it.

Note: You may enter multiple addresses separated by a semicolon (;)

Click on the Update Mailroom button to update the e-mail address. This address is saved in the table MailRoom in the database.